



DIRECTORATE: FACILITIES, SECURITY & KNOWLEDGE MANAGEMENT SERVICES

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MEMORANDUM

**TO : ALL DEPUTY DIRECTORS GENERAL
ALL CHIEF DIRECTORS
ALL DIRECTORS
ALL RESPONSIBILITY MANAGERS
ALL EVENT ORGANISERS**

**FROM : A/DIRECTOR: FACILITIES, SECURITY & KNOWLEDGE
MANAGEMENT SERVICES**

DATE : 11 JUNE 2025

**SUBJECT : TIMELY NOTIFICATION TO SECURITY MANAGEMENT FOR
EVENT RISK CATEGORIZATION APPROVAL**

As part of our organization's event planning process, we would like to bring to your attention the importance of timely notification to Security Management for events that require risk categorization. An event is defined as any planned open-air or outside activity organized by an individual or committee, open to the public, either free of charge or for an entrance fee.

To ensure a successful and safe event, it is crucial to assemble a project team comprising representatives from relevant stakeholders, including Security Management. Our role within the committee includes:

- Obtaining a certificate to identify the risk involved in organizing the event
- Appointing a safety officer for the event
- Ensuring public liability is in order
- Preparing a written safety plan detailing safety measures, security measures, crowd management measures, motor vehicle parking arrangements, and emergency medical measures
- Provision of security guarding services during events forming part of the event financial plan.

In accordance with Section 6(3) of the Safety at Sports and Recreational Events Act, 2010 (Act No. 2 of 2010), we are required to submit an application to the South African Police Service (SAPS) within a specified timeframe.

To ensure that all necessary certificates and arrangements are in place, we kindly request that notifications for departmental events be submitted to Security Management at least three weeks prior to the event date.

Your cooperation and timely notification will enable us to effectively manage event risks and ensure a safe experience for all attendees.

Yours in quality Education



Ms S NIEUWENHUYS
A/DIRECTOR: FS&KMS